



State of Utah
Department of Public Safety
APPLICATION FOR CONCEALED FIREARM INSTRUCTOR RENEWAL

INSTRUCTIONS

A complete criminal background check will be conducted on all applicants. (Instructors must be of good character as defined in section 53-5-704 UCA and must be eligible to possess firearms under state and federal law.)

FEES: Fees are non-refundable

Renewal Application \$25.00. Renewal certification is valid for three years from date of issue.
Include \$7.50 late fee with the renewal if the license is more than 30 days expired.

Each applicant for certification or renewal as a Utah Concealed Carry Instructor **MUST** attend a course of instruction provided by the Bureau of Criminal Identification and pass a certification test before certification or renewal can be issued.

The required course will be provided at least twice yearly, it is the applicant's responsibility to make all necessary arrangements to attend.

WHAT MUST ACCOMPANY THE APPLICATION

Attach a copy of any firearms certification you currently hold, which must include:

- ☐ **Utah Concealed Carry Instructor Course Certificate and one other instructor certification listed below**
 - N.R.A. Firearms Instructor Certificate
 - Utah P.O.S.T. Firearms Instructor Certificate with a letter of current police officer employment verification
- ☐ **Attach a signed copy of our minimum training guidelines; if you wish to expand your course please provide a copy of your course curriculum.**
- ☐ **One passport quality photo. Name must be written on the back of the photo.**
- ☐ **A photocopy of your driver license or state identification card.**

Attach a summary of your qualifications and past experience as a firearms instructor.

INSTRUCTOR RESPONSIBILITIES

- ☐ Instructors must provide each student who attends their course with a copy of the approved course outline.
- ☐ Each instructor will be required to provide a signed certificate of completion to a person completing the offered course of instruction. The certificate of completion requires a stamp of the certified instructors "official seal" (only a seal design provided by the State of Utah will be accepted). A copy of the seal design will be provided by BCI, however it is the instructor's responsibility to obtain the seal.
- ☐ A new seal will be required each time certification is renewed to reflect the new expiration date.
- ☐ Every concealed firearm permit applicant must receive instruction in the areas outlined by Section 53-5-704(8) of the "Concealed Weapons Act" as set forth in the Bureau's training guidelines.
- ☐ Instructors **MUST** supply a valid phone number and/or e-mail to be listed on the BCI website for customer contact. Contact information must be current at all times or instructor will be removed from listing.
- ☐ Instructor must notify BCI of any address change.



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Please read all instructions prior to completing this form. TYPE OR PRINT IN INK.

Your application will **not** be processed unless this form is completely filled out and all applicable questions have been answered. Be sure to provide all supporting documents. Enclose the appropriate fee \$25.00 (**include \$7.50 late fee if the license is more than 30 days expired**) in the form of cash, check, money order or credit card made payable to "Utah Bureau of Criminal Identification." **FEES ARE NON-REFUNDABLE.**

Name _____ Date of Birth _____ Place of Birth _____
(Last) (First) (Middle)
Previously used Name(s)(Maiden, etc.) _____ Social Security Number _____
Address _____
(Street) (City) (County) (State) (Zip)
Mailing Address (if different from street address) _____
Home Phone# _____ Work Phone # _____ Driver Lic # _____ ST. _____
Height _____ Weight _____ Eye Color _____ Hair Color _____ Sex _____ Race _____
What is your Citizenship? _____ Alien Registration # or Naturalization # _____ Utah Instructor # _____

ALL APPLICANTS: Please answer "Yes" or "No" to all questions below. A complete criminal background check will be conducted including expunged and juvenile court records. If you answer "Yes" to any question, attach documentation explaining your answer.

- ☐ Yes ☐ No Have you ever been convicted of a crime of violence?
☐ Yes ☐ No Have you ever been arrested for any offense involving domestic violence?
☐ Yes ☐ No Have you ever been adjudicated mentally incompetent?
☐ Yes ☐ No Have you ever been convicted of a felony?
☐ Yes ☐ No Have you ever been convicted of any offense involving the use of alcohol?
☐ Yes ☐ No Have you ever been convicted of the unlawful use of narcotics or controlled substances?
☐ Yes ☐ No Have you ever been convicted of any offenses involving moral turpitude?(i.e., theft, shoplifting, sex crimes, etc.)
☐ Yes ☐ No Have you ever been involved in **any incident** in which you have used unlawful violence or threats of unlawful violence?
☐ Yes ☐ No Are you currently subject to a court sanctioned protective order?

Instructors desiring to be listed on the BCI website **MUST** supply a valid phone number and/or e-mail for customer contact.

PHONE _____ EMAIL OR WEBSITE ADDRESS _____

This information must be current at all times, if changed BCI must be notified immediately.

☐ Please check this box if you DO NOT want your name and number on our website.

ALL APPLICANTS: Please read and sign the statement below. Your signature must be notarized to complete this form.

I, _____, hereby certify that the statements contained herein are true and correct to the best of my knowledge. I understand that if I knowingly make any false statements herein, I am subject to the penalties prescribed by law. I do hereby authorize the release of any and all information in the possession of any individual, law enforcement agency, firm, partnership, and public or private corporation, necessary to determine the validity and appropriateness of my application. In so doing, I release, exonerate, and hold harmless, any such individual, law enforcement agency, firm, partnership, public or private corporation, the Utah Department of Public Safety, and the State of Utah, from any claim or cause of action which may or could result from the release of this information.

Signature _____ Date _____

Subscribed and sworn to this _____ day of _____ 20____

Notary Public

METHOD OF PAYMENT (CHECK APPROPRIATE BOX) Payment enclosed (check or money order only) ☐ Credit Card ☐

Credit Card payment must include 3-digit control number found on the back of the credit card. There is a \$20.00 service charge for any returned check.

Credit Card Orders:

*Visa *MasterCard

Card Number

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3 Digit Control #

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Expiration Date

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Signature _____ Phone Number _____